



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: Records Retention Administrator
Jurisdictional Class: Competitive
Civil Division: County Departments
Adoption: CSM 10/18/22
Revised: CSM 1/17/23

DISTINGUISHING FEATURES OF THE CLASS:

This management and technically administrative position involves the oversight of a state-mandated county records management program. Responsibilities encompass administration and management of the county owned and operated Enterprise Content Management System (ECMS), and all related entities. This includes working with contracted vendors and subcontractors in association with related areas such as system administration, customer support. Additional responsibilities include the digital preservation of public and non-public records created by all county departments, county shared services initiatives, and county departmental consultation in regards to the ECMS. The incumbent works closely with county and state records management officials in accordance with local, state, and federal laws. The incumbent will also collaborate with the county Information Technology Department regarding ECMS administration and management. The incumbent in this position will also conduct related work as required. The incumbent will also supervise necessary staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Play leading role in managing a digital-only focused records retention initiative;
Attends NYS Archives records management workshops, either in-person or online;
Prepares a monthly report for the County Clerk that includes tracking a list of activities including the number of retrieval requests, documents scanned and documents destroyed (temporary, until Laserfiche implementation completed);
Prepares the Retention Center's annual budget for approval;
Makes purchase order requests utilizing county financial software;
Oversees the Enterprise Content Management System (ECMS) housing the County records management inventory, in collaboration with the County Clerk, Information Technology, and other related County Departments.
Plays a leadership role in road mapping the County's digital records framework in parallel with ECMS and general technology advancements;
Consults departments regarding new technologies, record imaging, indexing, and storage strategies to increase efficiency of records management and county-wide operations;
Reports directly to the County Clerk; charged with consulting the County Clerk regarding related operational activities, potential digital records management grant opportunities, etc.;
Manages automated workflow for departments using the ECMS system;
Manages state retention schedules for disposition of obsolete records within the ECMS;
Assists with records related grants and performs related work as needed or required;
Primary contact for projects related to Records Retention Department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Proficient departmental and project management skillset;
Proficient in ECMS administration and support, knowledge of Laserfiche SaaS is a plus;
Ability to work effectively and efficiently with Information Technology professionals and leadership;
Ability to work effectively and efficiently with technological vendors, subcontractors, and third-party entities;
Good working knowledge of contract management, support agreements, and general cloud-based system support methodologies;
Good knowledge of record management systems, procedures and related terminology;
Working knowledge of indexing procedures and methods used to organize records in a digital environment;
Working knowledge of State rules and regulations governing retention and disposition of records;
Rudimentary digital scanning, filing and indexing knowledge;
Working knowledge of grant proposals, writing, systems, and the oversight of grant regulations;
Ability to effectively support county departments and related shared service entities in relation to ECMS management;
Good financial and organizational skillset;
Proficient in Microsoft Office, Microsoft365, and other related professional technologies;
Ability to work independently and efficiently;
Good working knowledge of cloud-based technology.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or NYS registered college or university with a Master's Degree in Records Management, Business Administration, Information Resources Management, Computer Science, or a related field; and, two (2) years of experience in managing a records management-oriented Enterprise Content Management System (ECMS), preferably on a cloud-based SaaS (Software as a Service) platform; **OR**
- (B) Graduation from a regionally accredited or NYS registered four (4) year college or university with a Bachelor's Degree in Records Management, Business Administration, Information Resources Management, Computer Science, or a related field; and, five (5) years of experience in managing a records management-oriented Enterprise Content Management System (ECMS), preferably on a cloud-based SaaS (Software as a Service) platform; **OR**
- (C) An equivalent combination of education, training and experience as defined by the limits of (A) and (B) above.